

Chapter 2.08

City Manager

(524-2/48, 1935-11/74, 740-12/59, 2123-11/76, 3718-8/05, 3906-3/11)

Sections:

- 2.08.010 Powers--Duties
- 2.08.020 Repealed – Ordinance No. 3718-8/05
- 2.08.030 Eligibility--Councilmember
- 2.08.040 Repealed – Ordinance No. 3718-8/05
- 2.08.050 Absence
- 2.08.060 Repealed – Ordinance No. 3906-3/11
- 2.08.070 Repealed – Ordinance No. 3718-8/05
- 2.08.080 Repealed—Ordinance No. 2123-11/76
- 2.08.090 Repealed—Ordinance No. 2123-11/76
- 2.08.100 Repealed—Ordinance No. 2123-11/76
- 2.08.120 Standard of conduct
- 2.08.130 Attendance at commission or board meetings
- 2.08.140 Council administrative relations
- 2.08.150 City Manager

2.08.010 Powers--Duties. In addition to such other duties and responsibilities as may be designated by the Charter of the city, this code, or the City Council, the office of the City Manager shall perform and be charged with the duties of general budget policy administration and general city policy management, general research and systems development, administrative management, community relations, public information and volunteer program administration. (3906-3/11)

- (a) **Meeting.** To attend meetings of the Council, with the duty of reporting on or discussing any matter concerning the affairs of the departments, services or activities under his/her supervision upon which in his/her judgment the Council should be informed unless excused therefrom by the City Council, except when his/her removal is under consideration by the City Council; (3718-8/05, 3906-3/11)
- (b) **Coordination of Departments.** To assist the Council in coordinating the administrative functions and operations of the various departments, divisions and services of the city government; and, on its behalf to carry out the policies, rules and regulations and ordinances adopted by it, relating to the administration of the affairs of such departments, divisions or services; (3906-3/11)
- (c) **Analysis and Recommendations.** To analyze the functions, duties and activities of the various departments, divisions and services of the city government and of all employees thereof; and to make such recommendations to the Council with reference thereto as in his/her judgment will result in the highest degree of efficiency in the overall operation of the city government; (3718-8/05, 3906-3/11)
- (d) **Director of Emergency Services.** To act as local director of emergency services; (3906-3/11)
- (e) **Administration of Budget.** To be responsible for the administration of the budget after its final adoption, and to keep the Council informed with respect thereto; (3906-3/11)
- (f) **Supervision over Expenditures.** As agent for the Council, to supervise the expenditures of all departments, divisions or services of the city government; (3906-3/11)
- (g) **Public Improvements.** To develop and organize necessary public improvement projects and programs; and to aid and assist the Council and various departments in carrying the same through to successful conclusion; (3906-3/11)

- (h) **Cooperation with Community Organizations.** To cooperate within lawful limits, with all community organizations whose aim and purpose it is to advance the spiritual and material interests of the City and its people; and to provide them, within lawful limits, with assistance through the city government; (3906-3/11)
- (i) **Additional Duties.** To perform such other duties pertaining to this position as the Council may from time to time reasonably require; (3906-3/11)
- (j) **Agency for Council--Limitations.** The City Manager shall act as the agent for the City Council in the discharge of its administrative functions but shall not exercise any policy-making or legislative functions whatsoever, nor attempt to commit or bind the Council or any member thereof to any action, plan or program requiring official councilmanic action; (3718-8/05, 3906-3/11)
- (k) **Duties Vested Elsewhere.** It is not intended by this section to grant any authority to, or impose any duty upon the City Manager which is vested in or imposed by general law or valid city ordinances in any other city commission, board, department, officer or employee. (524-2/48, 1935-11/74, 3718-8/05, 3906-3/11)

2.08.030 Eligibility—Councilmember. No person elected as a Councilmember of the city shall, subsequent to such election, be eligible for appointment as City Manager until one year has elapsed after such Councilmember shall have ceased to be a member of the City Council. (740-12/59, 3718-8/05, 3906-3/11)

2.08.050 Absence. The City Manager shall designate an officer of the city to serve as acting City Manager during any temporary absence or disability of the City Manager. In the event of failure to make such designation, the City Council may appoint an officer to perform the duties of the City Manager during the period of absence or disability of said City Manager. (740-12/59, 3718-8/05, 3906-3/11)

2.08.120 Standard of conduct. In the discharge of his/her duties as City Manager, the person holding such position shall endeavor at all times to exercise the highest degree of tact, patience and courtesy in his contacts with the public and with all city commissions, boards, departments, officers and employees, and shall use his/her best efforts to establish and maintain a harmonious relationship between all personnel employed in the government of this city to the end that the highest possible standards of public service be continuous. (524-2/48, 3718-8/05, 3906-3/11)

2.08.130 Attendance at commission or board meetings. The City Manager may attend any and all meetings of any commissions, boards or committees hereafter created by the City Council, upon his/her own volition or upon direction of the City Council. At such meetings which the City Manager attends, he/she shall be heard by such commissions, boards or committees as to all matters upon which he/she wishes to address the members thereof; and he shall inform said members as to the status of any matter being considered by the City Council, and shall cooperate to the fullest extent with the members of all commissions, boards or committees appointed by the City Council. (740-12/59, 3718-8/05, 3906-3/11)

2.08.140 Council administrative relations. The City Council and its members shall deal with the administrative services of the city only through the City Manager, except for the purpose of inquiry, and neither the City Council nor any members thereof shall give any orders to any subordinates of the City Manager. The City Manager shall take orders and instructions from the City Council as a body, and no individual Councilmember shall give any orders or instructions to the City Manager. (740-12/59, 3718-8/05, 3906-3/11)

2.08.150 City Manager. All references to City Administrator in the Huntington Beach Municipal Code shall be considered a reference to the City Manager. (3906-3/11)